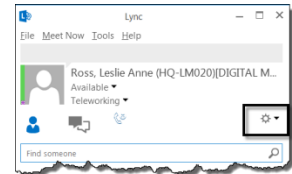## Options

To open the options dialog box, click **Options** (shown right). The *Options* dialog box displays defaulted to the General tab (shown below).

You can also access Options via the Menu Bar by clicking **Tools | Options**.

*To enable the Menu Bar, click the Options drop-down arrow and select Show Menu Bar.*

General Tab

The *Conversation window* section includes:

- **Show Emoticons in messages** (enabled by default).
- **Enable tabbed conversation** (enabled by default) displays all IM conversations in a single window. A list of conversations displays to the left of the active conversation (example shown below).
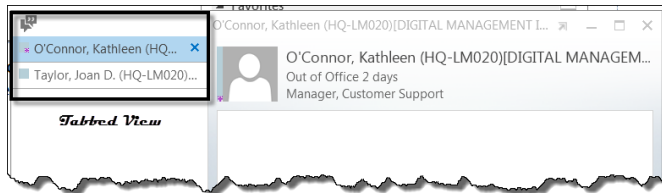
- **Make tabs one line only** (disabled by default) displays the list of multiple IM conversations on a single line, rather than on more than one line (example shown above).

- **Reopen my conversations when I sign in to Lync** (disabled by default) will open any conversation windows running when you sign out or exit the application.
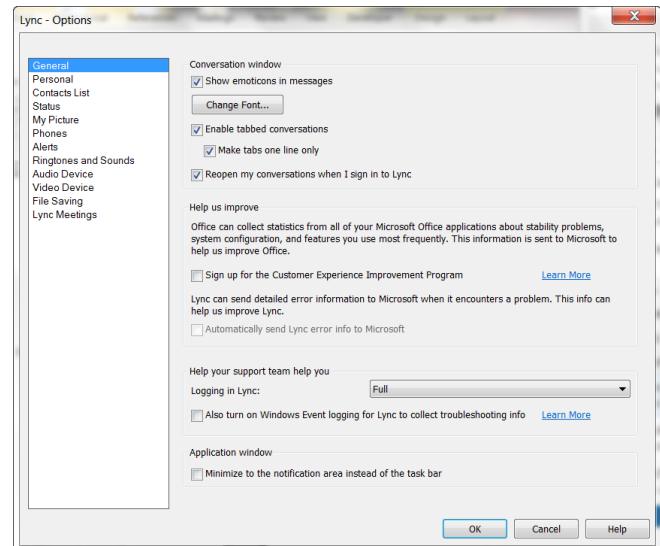
The *Help Us Improve* section includes ways to communicate with Microsoft information like your frequently used features for statistical data and troubleshooting issues.

- **Sign up for the Customer Experience Improvement Program** (disabled by default) sends messages to Microsoft about stability problems and system configuration issues.
  Best Practice: do not change.

- **Help your support team help you** (logging into Lync option is defaulted to full)
  Best Practice: do not change.

- **Also turn on Windows Event Logging for Lync to collect troubleshooting** (disabled by default) should not be enabled or your system will send message to Microsoft every time you encounter an issue in the operating system as well as Lync.
  Best Practice: do not change.

The *Application window* section includes an option to:

- **Minimize to the notification area instead of the task bar** (disabled by default). Enabling this feature will place a small icon in the system tray rather than show the application as running with an icon on the Task Bar.

For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at http://itcd.hq.nasa.gov/ctc.

Personal

The *Personal* options include settings for sign in behavior and personal information management, with location and picture settings.


The *My Account* settings include:

- **Sign in address and Advanced** options (defaulted to the user's Outlook email mailbox).
  Best Practice: do not change.

- **Automatically start Lync when I log on to Windows** (enabled by default) logs your computer into the application whenever you log onto the machine. This is necessary so that your co-workers can instant message you or share the desktop in an ad hoc online meeting.
  Best Practice: do not change.

- **Show Lync in the foreground when it starts** (enabled by default) brings Lync to the foreground of your desktop when it opens. You can disable this by clicking the checkbox to deselect. The application will still be displayed in the Task Bar (based on the setting in *General*).
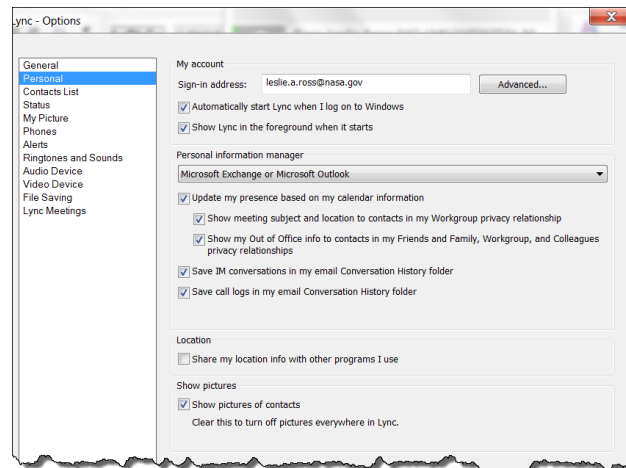
The *Personal Information Manager* settings determine the source of your personal information, out of office message, availability information from your calendar, and storage for IM conversations and call logs.

- **Microsoft Exchange or Microsoft Outlook** is selected as the source for personal information.
  Best Practice: do not change. If you do change this setting, you will not have access to your Outlook information.

- **Update my presence based on my calendar information** (enabled by default): if *Out of Office* is turned on in Outlook 2010, then Lync will display that message as your personal note when this setting is enabled.

- **Show meeting subject and location to contacts in my Workgroup privacy relationship** (enabled by default): provides privacy settings for anyone added to the Workgroup relationship list enabling them to see meeting subject and location data for Outlook calendar information.

- **Show my Out of Office info to contacts in my Friends and Family, Workgroup, and Colleagues privacy relationships** (enabled by default): provides privacy settings for anyone added to the **Friends and Family**, **Workgroup**, and **Colleagues** relationship lists enabling them to see your Outlook **Out of Office** messages.

- **Save IM conversation in my email Conversation History folder** (disabled by default) enables the user to find closed IM conversations in Outlook's Conversation History folder (shown upper right). IM conversations can also be accessed via the **Conversation History icon** in the Lync application. From Lync, you can review **All**, **Missed** and **Calls** history (shown lower right).

- **Save call logs in my email Conversation History folder** (enabled by default) enables the user to find a

  log of Lync calls in Outlook's **Conversation History** folder (shown upper right). Calls history can also be reviewed by clicking **Conversation History** icon | **Calls** tab (shown lower right).
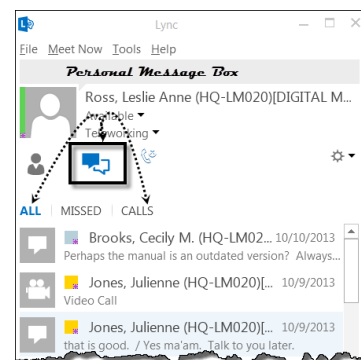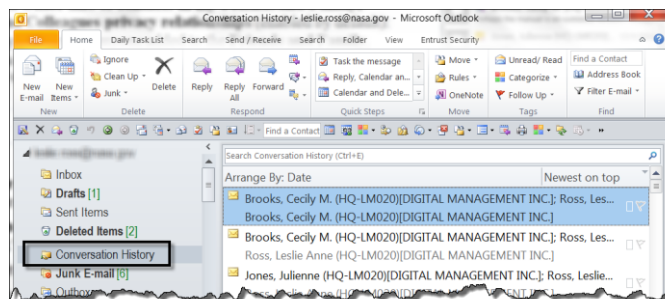
The *Location* settings include:

- Share my location info with other programs I use (disabled by default).
  Best Practice: do not change.

The *Show Pictures* settings include:

- **Show picture of contacts** (enabled by default) displays photographs associated with contacts wherever they are included in a contact card.

Photographs of NASA personnel are not added to NASA contact cards in Lync at this time and the features to add photographs are unavailable to users.

Contacts List

The *My Contacts List* settings include options for the contacts display, the sorting order, and what information displays.

- **Display my contacts with** includes options to display **Contact name and picture (two lines)** (enabled by default) or **Contact name only (one line)**.

- *Order my list* includes options to sort **By name** (enabled by default) or **By availability**.

- *Show this information* includes options to display the **Contact name (instead of email address)** (enabled by default), **Contact status** (enabled by default), **Show contacts with away, offline and unknown presences in a separate group** (disabled by default) and/or the **Favorites group** (enabled by default).
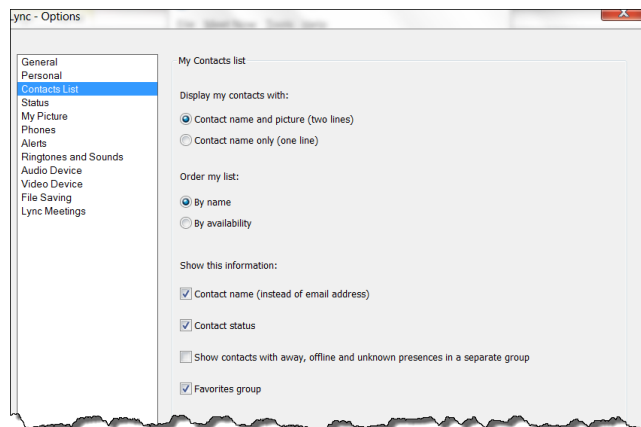
Status

Options include inactive settings and privacy settings.

- **Show me as Inactive when my computer has been idle for this many minutes:** the default setting is 5 minutes. Use the up and down arrows to adjust the length of time.

- **Change my status from Inactive to Away after this many minutes:** the default setting is 5 minutes. Use the up and down arrows to adjust the length of time.

- **I want everyone to be able to see my presence regardless of system settings (override default settings)** is disabled by default. **Best practice**: do not change.

- **I want the system administrator to decide – currently everyone can see my presence but this could change in the future** is enabled by default. **Best practice**: do not change.

- **Show me as Do Not Disturb when I present my desktop** (enabled by default): whenever you share your desktop with someone through Lync, the rest of the users see your status as **Do Not Disturb** (you will only see notifications if sent by someone in your **Workgroup**).

- **Show me as Do Not Disturb when my monitor is duplicated** (disabled by default). **Best practice**: do not change.
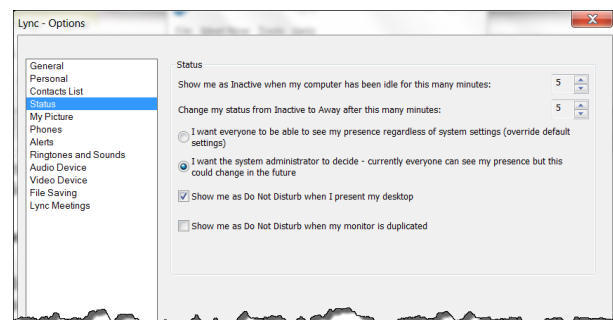
My Picture

*My Picture options are unavailable at this time.*

Phones

- In the *My phone numbers* section users can add a **Work Phone** (enabled by default), **Mobile Phone**, **Home Phone** or **Other Phone**. In each case, click the checkbox to select **Include in my contact card**.

- The *Phone Integration* option **Enable integration with your phone system** is currently unavailable.

- *Phone Accessibility* includes an option to **Turn on TYY to use text to communicate over the phone line** (disabled by default). Click to select the checkbox to enable **Turn on TTY mode**.

- The *Joining conference calls* options include the settings to **Join meeting audio from: Lync** (selected by default), **do not join** or select one of the lines added in the **My Phone numbers** section above.
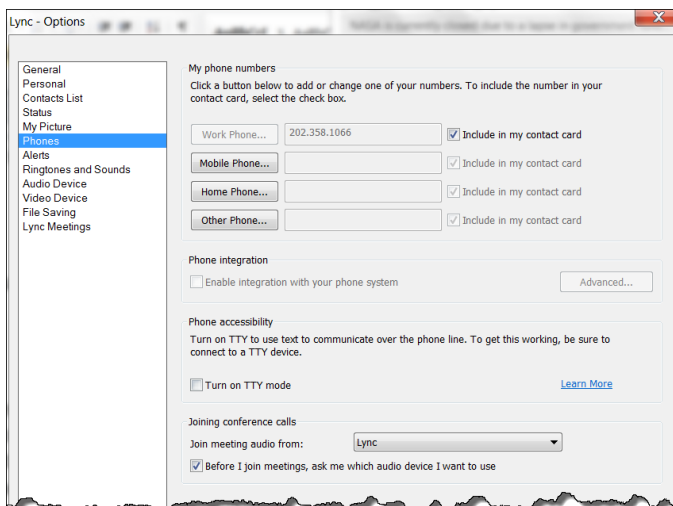
Alerts

The *Alerts* options include general alerts, Do Not Disturb options, and alerts for Contacts not using Lync.

- The *General Alerts* option **Tell me when someone adds me to his or her contact list** (enabled by default) will provide you with a notice when someone adds you to their contact list. Click the checkbox to deselect.

- *When my status is Do Not Disturb* options include **Don't show alerts** (disabled by default), **Show only conversation alerts from people in my Workgroup privacy relationship** (disabled by default) or **Show all alerts, but only conversation alerts from people in my Workgroup privacy relationship** (enabled by default). Click the checkbox to change your selection.
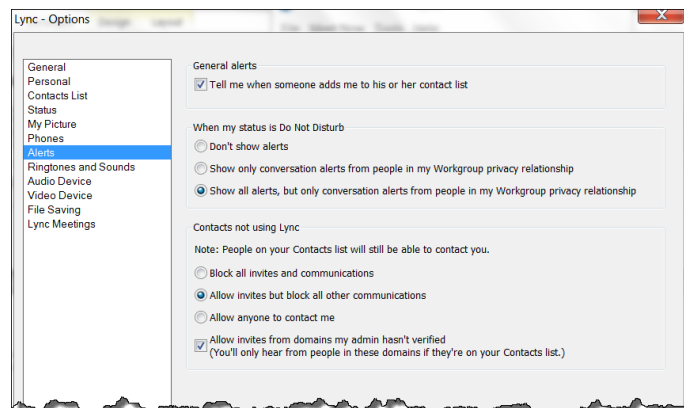
- *Contacts not using Lync* options include **Block all invitees and communications** (disabled), **Allow invites but block all other communications** (enabled by default), or **Allow anyone to contact me** (disabled).

- **Allow invites from domains my admin hasn't verified** (enabled by default) will limit the alerts from people in those domains in your Contact list.

Ringtones and Sounds

- In the *Ringtones* section, click the number in the **Calls to** list and select the **Ringtone** from the list provided.

- The *Sounds* options include **Play sounds in Lync** (enabled by default), **Mute incoming IM alerts when viewing an IM conversation** (enabled by default), **Keep sounds to a minimum when my status is Busy** (disabled), and **Keep sounds to a minimum when my status is Do Not Disturb** (enabled by default).

- The *Play music on hold* option is unavailable.

Clicking **Sound settings** *opens the Windows 7 Sound dialog box.*
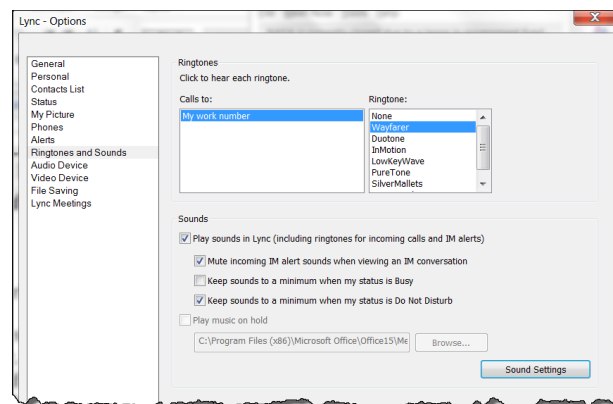
Audio Devices

- In the *Audio Devices* section, select the device you want to use for audio calls. Options include: **PC Mic and speakers** or **Other Device** (headset if plugged in)

- Use the drop-down arrows and volume sliders to *Customize your device* for the **Speakers**, **Microphone** and **Ringer.**

- *Secondary ringer* options are unavailable.

- The *Stereo audio playback* option **Allow stereo audio playback when available** is enabled by default. Click the checkbox to deselect if desired.
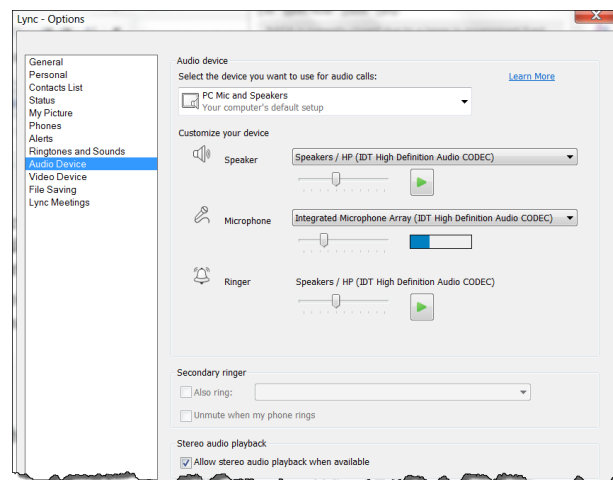
Video Device

You can use the Video camera in your computer for a **peer to peer (two-way)** video call. Be sure you have headset attached for the audio portion of the call.

IMPORTANT: Multiparty video calls are not supported at NASA.

If your camera is configured, clicking **Options | Video Device** displays the video camera image.

If your video camera is not configured, please contact the Enterprise Service Desk (ESD) at 202.358.4357 or via the Web site https://esd.nasa.gov/secure/main.cfm.
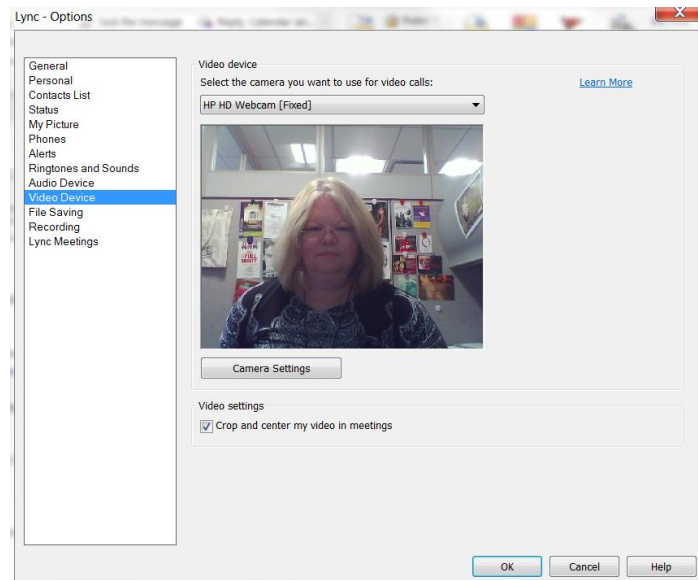
File Saving

- The *File Transfer* **Save to** location default is c:\Users\[username]\Documents\My Received Files. The folder is created when you receive your first file transfer. **Best Practice**: do not change.

If you change the File Transfer Save to location, Lync will return an error "something happened to your file transfer folder. Please pick a new folder in Options under File Saving" when attempting to view Received Files.
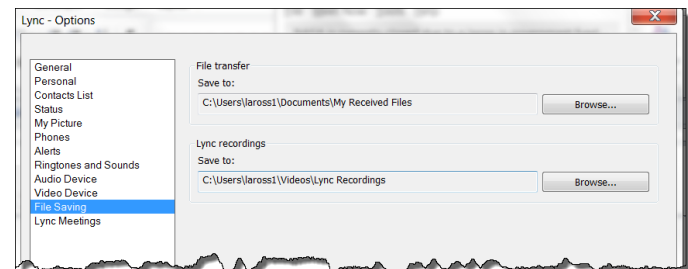
Lync Meetings

- *When I join meetings* options include **Show IM** and **Show the participant list** (both are disabled by default). Click the checkbox to enable/disable these features.
- *Meeting Default* options include the settings **Do you always want to use this version of Lync for meetings**? Click **Change** if you have Lync Web Conferencing using Lync Web App.